

*This Quick-Start Guide is essential reading for all CASAs new to the 2015 report templates.*


Have the **Quick Reference Guide** handy when starting your first new report, and some of your initial questions may be answered in the **Frequently Asked Questions**, both available on the CASA reports web page.

### First things first

In order to take advantage of the many help-tips found within the report template itself, you must turn on (i.e., display) Word's option to **View Hidden Text**. Here's how:

**Mac users** Step 1: Select **Review** tab, then select  (below **Tracking**).

Step 2: Select **Preferences** from the dropdown list.

Step 3: Select  (in upper left of the window).

Step 4: Select **View** (below **Authoring and Proofing Tools**).

Step 5: Select **Hidden text** (below **Nonprinting characters**), then **OK**.

**Windows users** Step 1: Select the **File** tab, then **Options**, then **Display**.

(For **Word 2007** users, instead select the **Office Button** (in upper left corner), then **Word Options**.)

Step 2: Select **Hidden text** (below **Always show formatting marks...**), then **OK**.

If you prefer to turn off this option after finishing the report, repeat the above steps.

### Turn off display of formatting symbols

If your Word preference is set to display formatting symbols (i.e., to show tab/paragraph symbols), it's suggested you turn this option off while working with the report templates for the best user experience. Here's how:

**Mac and Windows users:** In Word, at the top of the window below the document name (or general vicinity) among the **Paragraph** options, click on the ¶ icon to toggle this option off/on.

### Green help-tips

The odd green-shaded dotted underline text is help-tips for you. It's "hidden text" that is purposely colored green, displays when viewing the open report document, doesn't print (unless told to) and won't be in the distributed report. This method provides consistent help-tips to Mac and Windows Word users. *Again, the **First Things First** instructions **must be completed** to view this essential user-help information.*

Some tips are presented as numbers in brackets (i.e., [4]) – are not a "link" -- and are tightly coupled with the **Quick Reference Guide ("QRG")**. The **QRG** provides additional important user-help information to help guide you through providing information most important to the court, some of which has changed from previous years (and reports). Because of these changes, it's highly recommended that "hidden text" remain turned on until you are familiar with the various 2015 report templates and their individualized help-tips.

### Different types of input methods

1. **Word form-fields:** The top of the report (covering hearing schedule specifics) is restricted in terms of input where two types of form-fields are used, dropdown menus and regular text fields (allowing for both text and numerical input). These form-fields don't support text formatting or spell-check and do support copy/paste within the text form-fields.

The remainder of the report allows full formatting of input without restriction and uses two input types:

2. **Unshaded** table cells/columns: Click in the relevant **white** (unshaded) cell and type. **Shaded** table cells are designed to be left alone. The CTRL+TAB key will insert a tab within a table cell.
3. **InsertWordsStrungTogether:** Select with a double-click and replace it with your typing, or use your other text selecting/editing methods. *If familiar with the old report templates, this input method replaces the previous **Commentary** sections, if the information hasn't been provided elsewhere in the new report template.*

**Flexibility and freedom of input:** The majority of areas within the report templates allow the user full control. That includes text editing, font and paragraph formatting, copy/paste and use of spell-check. There are no length or formatting restrictions to your input (other than noted in #1 above, and prompted through help-tips). [Contact your CASA Supervisor if unfamiliar with copy/paste basics.](#)